

**Indiana Bond Bank**  
**2016 Fuel Budgeting Program**  
**Step by Step Instructions**

Contact: Ron Mangus 317-233-0091

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Fax: 317-233-0894

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- Fax Participation Survey to 317-233-0894 or email to [bondbank@inbondbank.com](mailto:bondbank@inbondbank.com) (Due by October 23, 2015).
- Complete Application for 2016 Fuel Budgeting Program and submit to Bond Bank (Due by October 30, 2015).
- Submit the following Financial Reports to Bond Bank:
  - Most recent State Board of Accounts Audited Annual Financial Report,
  - Most recent City and Town Financial Report, School Form 9, or Comprehensive Annual Financial Report, and
  - Preliminary 2016 Budget Form 1 for each participating fund.
- Adopt legal documents. Dennis Otten with Bose McKinney and Evans will contact you regarding legal paperwork. If you have questions regarding your legal documents, please contact Dennis Otten at 317-684-5307 or [dotten@boselaw.com](mailto:dotten@boselaw.com).
- Sign preliminary Program confirmation. The preliminary confirmation will allow the Bond Bank to determine the preliminary amount to be hedged on behalf of each Program participant. The Bond Bank will provide this document to you the beginning of December 2015.
- Sign final Program confirmation. The Bond Bank will provide this document to you in the middle of December 2015.
- Execute final closing documents regarding your participation in the Program.
- The Bond Bank enters into the hedge January 1, 2016 through December 31, 2016.

Please note that these dates are subject to change. If you need additional time to complete your application, please contact Ron Mangus at the Bond Bank at 317-233-0091.